TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**SUB:** Termination Letter for Consultancy Services.

Dear Mr./Ms/Mrs. **[Name of the recipient]**

This letter is a formal notice to inform you that the consulting agreement between our company **[mention the company name]** and your consulting firm **[mention the Name of Firm]** on **[mention the date],** will be terminated on **[mention the termination date]**. **[Describe in your words]**  According to the guidelines that we stated in the agreement, if either of the party has the evidence that the other party did not fulfill the expectations of the contract, the first party has the right to terminate the contract before the completion of services. **[Describe actual cause and situation]**

According to the agreement, the consultancy agreed to provide good services but we have received your services on the basis of warnings and reminders. Due to this, we are lacking in our work. **[Describe actual cause and situation]**  For this reason, we have decided to terminate the contract. It is better if we meet in person, so that you may have a brief knowledge of what happened. **[Describe company rules and regulations regarding this situation].** If you have any queries regarding this issue you can reach me at **[give your mobile number]** or you can mail me to this email address **[provide your mail address]**. Feel free to contact as it is your right to know what has happened exactly. Please sign the enclosed copy of this termination letter and send it to us as soon as possible.**[Cordially describe recommendation and requirements]**. Hope your company will have a bright future.

With Regards,

**[Name of the Sender].**